Manage users

In this section you can manage your users, groups, add new ones, remove them, give them role permissions, and other options.

SQL Safe allows you to have three roles of users with the following permissions:

- **Administrator** - can view all tabs and dialogs in the SQL Safe Web console and perform all available operations
- **User** - can access all SQL Safe views except the **Administration** tab. They can perform all operations on the tabs they can access.
- **Guest** - can view all SQL Safe tabs except the **Administration** tab. They cannot perform operations and can only access read-only dialog windows.

The Manage Users section of the **Administration** tab is only accessible to Administrators. On this view you can perform the following actions:

- **Add new users or groups** - click the option **Add User/Group** on the top section of the **Manage Users** dialog window.
- **Edit existing users or groups settings** - select the pencil icon next to the respective user to edit its settings.
- **Remove users or groups** - click the **X** icon next to the selected user to delete it.

What settings can you define for each user or group?

When you add a new user or group, you can define the following settings:

- **Account name** - specify the name of the new user or group you want to add. Use the following format: domain\accountname.
- **Account Details** - specify the amount of time in minutes the browser will wait before the session times out.
- **Email Address** - type the email address where you want the new user or group to receive the welcome email and other notifications. Take into account that you must configure your SMTP Server settings first in order to send emails. You can select **Send Welcome email** to receive a welcoming email notifying of the new account and permissions.
- **Product** - use the drop down option to select which IDERA product the user will be able to access.
- **Role** - define which role (Administrator, User, or Guest) the new user or group should have.

SQL Safe is a high-performance backup and recovery solution for your SQL Servers. Learn more > >

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